

CAPITAL PROJECTS ADVISORY REVIEW BOARD
Data Collection Subcommittee
Get On It Conference Room, Kilroy Building, SeaTac
December 2, 2005, 1:00 – 3:00 p.m.

Draft Minutes

Name	Organization	Phone	e-mail
<i>Subcommittee Members</i>			
Darlene Septelka (Lead) Present	WSU and King County	509-358-7910	Septelka@wsu.edu
Carolyn Crowson Present	OMWBE	360-753-9679	carolync@omwbe.wa.gov
Paul Szumlanski Present	General Administration	360-902-7271	PSzumla@GA.WA.GOV
Rep. Kathy Haigh Absent	State Representative – District 35	360-427-2028 (Shelton) 360-786-7966 (Olympia)	Haigh.kathy@leg.wa.gov
Ed Kommers Absent	Specialty Contractor	206-442-9029	ekommers@comcast.net
Michael Transue Present	Association of General Contractors	253-223-2508	cmjtransue@comcast.net
Alan Nygaard Present	University of Washington	206-221-4217	anygaard@u.washington.edu
Steve Goldblatt Present	University of Washington	206-685-1676	bconbear@u.washington.edu
Teresa Rodriguez Absent	City of Seattle	206-684-0156	Teresa.rodriquez@seattle.gov
Steve Masse Absent	Office of Financial Management	360-902-0576	Steve.Masse@OFM.WA.GOV
	Note: State Auditors Office It was suggested by Rep. Haigh at the CPARB Mtg 4 (12/8/05) that someone from the State Auditors Office come in at the ground level to work with this subcommittee.		

Note: Searetha Kelly adjusted listing of members after CPARB Meeting 4 (12/8/05) on 12/9/05.

Chairperson's Comments

Chair Darlene Septelka opened the meeting and reviewed the Subcommittee Guidelines.

Darlene asked Carolyn Crowson to take minutes and present the report at the next CPARB meeting on December 8.

A quorum of current voting members was established as five of the nine present (Septelka, Szumlanski, Crowson, Transue, Nygaard).

It was recommended that the CPARB board review the committee members and approve the membership. Steve Goldblatt has not been officially approved by the board.

There was no public input because all present were members or prospective members of the Data Collection Subcommittee.

Review of Minutes from the Last Meeting

Minutes from the last meeting were approved.

Monthly Meetings

The committee agreed that monthly meetings would be held on the first Friday of each month from 12:00 – 2:00. The next meeting will be on January 6.

Performance measures Discussion

The Subcommittee had provided input to the Measurements suggested by Ms. Septelka in the previous meeting. The categories were used by the JLARC Study. Possible measures were discussed for each category. Written suggestions made by Nygaard, Kommers, and Crowson were discussed.

It was recommended that these categories be used to benchmark capital projects over \$8-10 million.

- Schedule Performance
- Cost Performance
- Contract Changes
- Contractor Selection Process
- Subcontractor Selection Process
- Certified/Formal Claims
- Value Performance (to include subjective and industry specific projects)

It is recommended that any legislation on capital projects include these categories of performance as measurements.

Detailed data fields and measurements are still being reviewed and collected. It was decided the private sector owners would be invited to the next meeting to discuss what benchmarks they use for measuring the success of projects. Committee members would invite people who they know do construction management. This will help the committee pick measures that are commonly collected and provided by the General Contractors.